



Department of Housing and Community Development

February 6, 2009

NOTIFICATION OF VACANCY

**HOUSING POLICY ANALYST
(Policy & Planning Specialist II)**

POSITION #00342

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$40,000 - \$52,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a skillful individual to fill a Housing Policy Analyst position within the Division of Housing located in Richmond. This position will work closely with the Housing Policy Manager and division staff by providing policy analysis, program planning and design support, program reporting (CAPER, Consolidated Plan, Action Plan) evaluation, research and data collection that will ensure that the Division of Housing's programs (HOPWA, HOME, ESG, WAP, LIHEAP, McKinney) and other services address clients' needs and priorities and comply with agency, state and federal regulations and requirements. Duties and responsibilities will consist of evaluating program performance to assure programs meet desired outcomes; assist in establishing and monitoring systems for collecting and reporting outcome data; grant writing; conducting research on housing innovations and best practices; and reviewing and tracking requests for private activity bond (PAB) allocations.

QUALIFICATIONS GUIDE:

Considerable knowledge and experience with program evaluation and developing successful grant applications such as Continuum of Care. Considerable experience in analysis and utilization of program data. Strong written and oral communication skills. Significant problem solving abilities and capacity to apply problem solving to program specific situations. Demonstrated ability to read, interpret and apply state and federal laws, guidelines and regulations; to manage multiple and diverse program requirements and meet a variety of deadlines. Strong computer skills required including ability to develop and use complex spreadsheets and databases. Experience in grant making process helpful. Knowledge of state budget, federal housing programs (HOME, HOPWA, ESG, and McKinney programs), and legislative process helpful. Degree in housing, urban and regional planning, social work, sociology, community development, public administration, public policy, business administration or related field preferred or equivalent combination of training and experience.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <https://jobs.agencies.virginia.gov> BY FEBRUARY 20, 2009, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.